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INSTRUCTION NO.
LI 1-140-7

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ORGANIZATION
December 1956

SUBJECT: Organization and Functions - Supply Division

1. MISSION

Formulate, implement and administer plans, policies, procedures, methods and standards for the operation of the Agency supply system in order to receive, inspect, account for, store, maintain, issue, and dispose of Agency materiel.

2. FUNCTIONS

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- a. Chief, Supply Division, is the Accountable Officer for all expendable and nonexpendable material in stock; nonexpendable material in use in [] depots, in use at headquarters, and certain [] stations for which accountability is maintained by headquarters.

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b. Office of the Chief

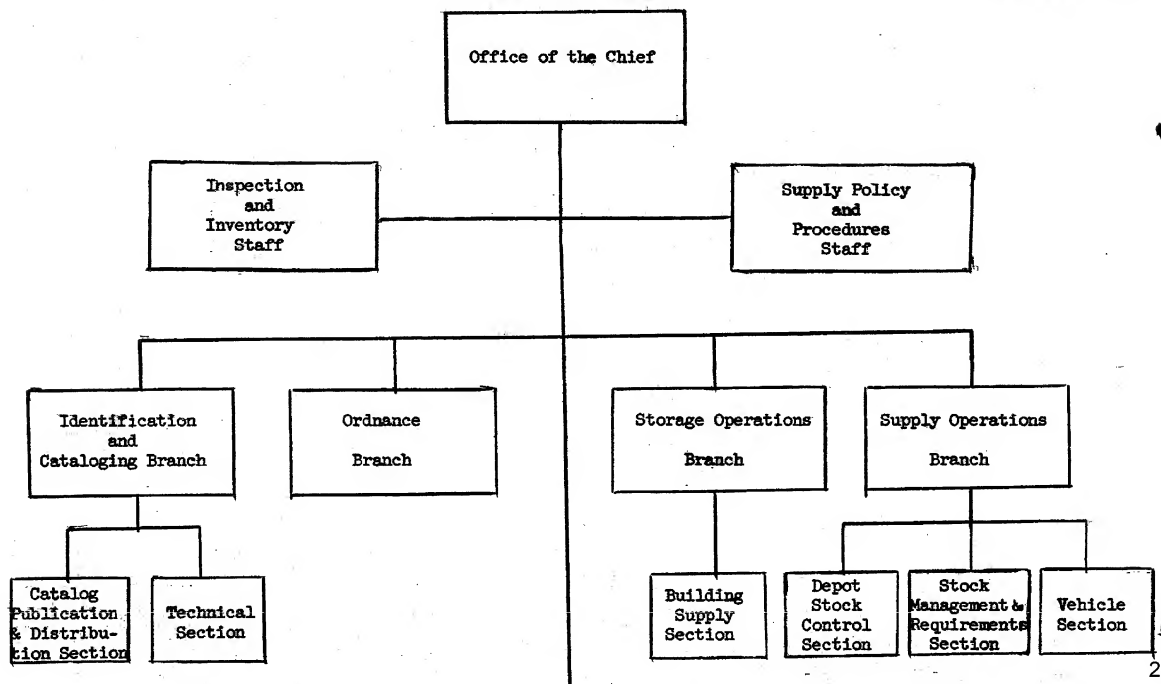
- (1) Exercise command of [] supply installations and technical control over the supply operations of Agency supply depots.
- (2) Furnish technical guidance and assistance to Agency-wide supply operations.
- (3) Act as the Staff Supply Office in an advisory capacity to the Director of Logistics on all matters pertaining to supply.
- (4) Perform liaison functions with Department of Defense elements in matters concerning Agency supply operations.
- (5) Ensure the training and availability of qualified supply personnel for Agency-wide requirements.
- (6) Approve budget estimates for operation of Supply Division, [] depots, and the administrative stock account.
- (7) Direct performance of administrative duties relative to personnel, internal security and the receipt and distribution of mails within the headquarters supply complex.

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SUPPLY DIVISION

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1, December 1956c. Inspection and Inventory Staff

- (1) In conjunction with Supply Policy and Procedures Staff, develop, coordinate and implement procedures relative to internal audit of stock record accounts and Agency-wide inventory functions in the implementation of the Agency supply system.
- (2) Program, schedule and conduct inventories of all classes of stock material on hand and in use; review and check mathematical accuracy of stock record accounts to assure reconciliation to physical inventories through preparation of reports of inventory adjustment.
- (3) Conduct periodic reviews and lend technical assistance to Agency depots and stations to ensure adherence to established audit and inventory regulations, policies and procedures.

d. Supply Policy and Procedures Staff

- (1) Develop, implement, coordinate, review and analyze regulations, plans, policies and procedures relative to the establishment, operation and maintenance of an effective Agency supply system.
- (2) Implement and install supply systems as well as lend technical assistance through liaison with and visits to Agency installations.
- (3) Perform special staff studies and special assignments to improve supply support programs; resolve special supply problems; and develop internal structural and functional organizations.
- (4) Perform the staffing functions as the staff component for the Chief, Supply Division, through liaison with operating and internal elements on routine and nonroutine information and directives received from higher authority.
- (5) Develop and administer management tools for evaluating effectiveness of supply operations, including personnel ceilings, activity reports, reports control, forms control, work measurement and other statistical analyses.
- (6) Coordinate with the Training Officer of Logistics relative to organizing, formulating and presenting training programs as well as coordinating placement of personnel into OTR programs.
- (7) Monitor and direct supply action for special projects necessitating special handling and coordination to assure timely support in meeting operational deadlines.

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e. Identification and Cataloging Branch

- (1) Develop a standardized Agency Catalog in accordance with the Federal system.
- (2) Establish and maintain a master nomenclature file for all items of supply.
- (3) Maintain liaison relative to cataloging matters with other Government agencies.
- (4) Develop procedures for domestic and overseas supply cataloging activities.

(a) Technical Section

1. Review and classify materiel items required for Agency use, assign supply classification codes and identification numbers, and prepare item narrative descriptions.
2. Select items to appear in the Agency Supply Catalog and prepare catalog description cards for new items of supply required for Agency use.
3. Perform physical inspection of material to determine item identification.
4. Conduct research of brochures, catalogs, and blueprints of manufacturers, as well as catalog data of other Federal agencies, in preparation of spare parts listings.
5. Provide technical guidance to operating officials relative to interchangeability or substitution of items of supply.

(b) Catalog Publication and Distribution Section

1. Prepare and maintain catalog panels, EAM card coding and filing system on all items; monitor catalog publication and distribution and retain a log of cut-off dates indicating effective dates for catalog usage.
2. Develop the Supply Catalog introduction, arrange alphabetical indices, illustrations, abbreviations and symbols, as well as design the catalog cover.

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3. Advise Chief of Branch when excessive additions appear in Change Bulletins in a specific catalog area which might indicate the need for a new publication.
4. Review Department of Defense procedures and catalogs for change of format in order to retain a current program.
5. Direct the cataloging function in connection with "nonrepetitive" items in all seven material groups.

f. Ordnance Branch

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g. Storage Operations Branch

- (1) Determine and make recommendations regarding the over-all requirements for storage space for material and equipment for depots and internal use. 25X1A6A
- (2) Develop operating standards and procedures relative to handling, storing, packaging, and preserving material; provide Agency-wide technical assistance for warehouse operations and space requirements.
- (3) Monitor surveillance, repair, and rehabilitation programs carried on in depots for all Agency materials except ordnance items.

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- (4) Conduct technical research and studies with a view toward advancements in specialized packaging techniques, such as caching and preservation for long term storage under various conditions.
- (5) Maintain the efficiency of Building Supply Section for administering to headquarters elements.

(a) Building Supply Section

1. Maintain and operate supply rooms which stock and issue expendable and nonexpendable administrative supplies and equipment in Agency-occupied buildings in the Washington area.
2. Initiate requisitions for contractual maintenance services such as telephone and buzzer installations, building repairs, alterations, and maintenance services for various office equipment.
3. Responsible for nonexpendable property located in Agency-occupied buildings.
4. Collect and dispose of classified trash from buildings occupied by the Agency within the Washington area and supervise minor moves within Agency buildings.
5. Issue permanent property passes and authorize persons to sign property passes for removal of property from Agency buildings.

h. Supply Operations Branch

- (1) Develop internal supply control procedures and policies necessary for efficient performance of supply operations.
- (2) Collaborate in the establishment of Agency-wide supply policies and procedures to correct deficiencies or effect improvements to supply operations.
- (3) Responsible for ensuring maintenance of appropriate records within the elements of the Branch reflecting requirements, funds available or expended, stock on hand, stock replenishment, and receipt and issuance of documents to reflect accurate property and financial recording in accordance with existing procedures.

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- (4) Review excess and surplus property lists and have action initiated to effect disposal.

(a) Depot Stock Control Section

1. Receive and process all requisitions; prepare and maintain a Master Voucher Register and voucher files reflecting receipts, issues and adjustments; prepare and reproduce necessary documentation; effect coordination with elements of the Procurement and Transportation Divisions, as well as Department of Defense elements, relative to the acquisition and movement of supplies.
2. Coordinate with other elements of the Supply Division to ensure timely and adequate support on Agency requisitions and maintenance of stock levels.
3. Answer all status inquiries relative to requisitions for material received or shipped.
4. Control issues of luxury and regulated items consistent with authority delegated by the Chief, Supply Division, and refer excessive quantities requested to the Chief, Supply Operations Branch.
5. Ensure compliance with regulatory issuances relative to recording procedures affecting all phases of stock recording delegated to the Section.
6. Prepare, control, and forward documentation to Machine Records Division for processing to the Stock Record Account.
7. Maintain the headquarters Property-In-Use account and the stock record account.
8. Prepare and maintain Consolidated Memorandum Receipt records for nonexpendable property wherein accountability is retained at headquarters.
9. Prepare documents reflecting receipt of materials or services for payment by Fiscal or Finance Divisions.

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1. Develop, maintain and revise stock levels for items in the Agency supply system; direct redistribution of stock; analyze excess listings and determine disposition; analyze requirements and issues; and ensure control of critical or special type items.
2. Prepare quarterly reports relative to disposal of excess property for submission to General Services Administration and coordinate with that organization, as well as the Department of Defense elements, in the final disposition of property.
3. Develop material for forecasting operational requirements as well as strategic reserve materiel for the Agency and compile requirements listings for Department of Defense elements to ensure adequate military support overseas.
4. Coordinate with Identification and Catalog Branch in a program of materiel standardization; perform special stock management staff studies as requested by Chief, Supply Operations Branch, and develop weight and cubage data to assist planning elements.
5. Develop and prepare budget reports and special studies involving stock position.

(c) Vehicle Section

1. Provide vehicles for operating components through issue from stocks, initiation of procurement action or delegation of authority for field procurement.
2. Maintain Tables of Vehicular Allowances, accountable stock and related records.
3. Determine necessity for disposal of vehicles and methods of disposal.
4. Take action to convert Agency-owned vehicles to quasi-personal status and coordinate with Transportation Division relative to problems arising in the shipment of vehicles overseas.

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- (1) Receive, inspect, store, issue, package and ship Agency material
[redacted]
- (2) Preserve the security cover of the operation through constant application of security measures in the conduct of warehouse operations and liaison contracts with other area Government agencies and port authorities.
- (3) Maintain active liaison with General Services Administration officials in the area pertaining to procurement of materials and with Department of Defense officials in the area for procurement and movement of materials through their facilities.
- (4) Provide for sensitive pick-up and delivery of material in support of Agency operations conducted in the area.
- (5) Prepare budgetary requirements for the operation of the depot for headquarters review.
- (6) Maintain a stock locator system; maintain an effective storage space layout, considering fire and safety hazards; and maintain surveillance relative to care and preservation of stocks.

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(1) Office of the Chief

- (a) Direct efficient operation of all functions of the Depot in the receipt, storage and issuance of material.
- (b) Determine that required action is taken to properly safeguard all items received.
- (c) Provide the means and methods whereby necessary internal personnel administration is accomplished.
- (d) Perform constant liaison with, and is responsible to, the Chief, Supply Division.

(2) Audio Support Section (Tenant)

- (a) This Section is responsible to the Technical Services Staff.
- (b) Perform functional tests on all audio equipment as received or issued.
- (c) Accomplish major or minor repairs and modifications as required.

(3) Depot Services Section

- (a) Supervise and direct local deliveries and pick-up services.
- (b) Supervise efficient operation of Typewriter and Furniture Repair Units.
- (c) Provide or arrange for janitorial and building maintenance service.

(d) Supply and Special Projects Unit

1. Pick-up and Delivery Unit

- a. Provide local delivery and pick-up.
- b. Assist depot elements through providing labor leaders and laborers.

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2. Typewriter Repair Unit

Provide efficient typewriter repair service for entire Agency.

3. Furniture Repair Unit

Provide efficient furniture repair service for entire Agency.

4. Janitorial and Building Services Unit

Provide depot janitorial and building maintenance.

5. Material Handling Equipment Unit

a. Supervise and assign fork lifts, cranes, and other handling equipment.

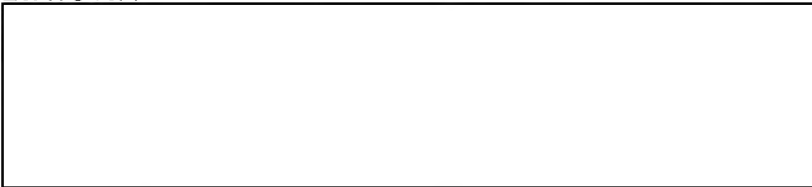
b. Perform preventive maintenance on material handling equipment.

6. Depot Supply and Special Projects Unit

a. Control requisitions and material selected for special projects.

b. Provide supplies and equipment for internal depot use in its daily operations.

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(5) Storage and Issue Section

Direct and supervise all phases of operations relative to receipt, identification, preservation, storage and issuance of material.

(a) Inspection and Identification Unit

1. Ensure proper nomenclature identification of items from time of receipt to issuance.

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